

Process for EMT Recertification Stipend

Summary: This document defines the process by which Lunenburg Fire Department employees who are EMT certified, receive financial assistance to pay for education and fees related to maintaining that certification.

Background: EMTs must be recertified every 2 years per Massachusetts State law. When an EMT passes the certification tests they are provided with a card that states the period of their certification. There is an expiration date on each card, much like a motor vehicle drivers license. Refresher education needed to maintain certification varies from year to year but employees are expected to pay for their own educational activities. These activities are usually about 24-28 hours of appropriate continuing education. The application fee for recertification is currently approximately \$150. The “stipend” is provided as reimbursement for a portion the cost. Both fulltime and on call Fire Fighters participate in this process. The State of Massachusetts maintains the records of who is certified and for what periods. The State of Massachusetts allows a grace period of 4 months beyond the expiration date on the card to provide flexibility. In 2007, a tax change in tax regulations required the “stipend” to become a payroll line item.

Process Steps:

- 1) The State of Massachusetts sends recertification applications to each EMT prior to the expiration date of their certification.
- 2) Refresher courses and/or additional training must be completed by December in the calendar year prior to the year that their certification expires.
- 3) Fire Department develops and reviews list of all EMTs needing recertification as part of the budgeting process.
- 4) EMTs schedule and take courses and recertification tests on their own.
- 5) EMTs present their new certification card to Fire Department administration to be copied and placed on file.
- 6) At the beginning of the new calendar year, Fire Department administration submits a regular salary form, providing the fixed reimbursement amount, for each EMT who successfully recertified.